**Heading Home St. Louis County Leadership Council**

**HMIS/Data committee meeting summary**

**March 18, 2014**

**Members present:**  Deb Wagner, Maude Dornfeld, Al Lian, Heather Smith, Laura DeRosier

**Additional Members:**  Teresa Howard

**Members suggested to invite:**  DV shelter representative, FHPAP provider, Nick/AICHO, AEOA data rep, CHUM shelter representative.

I.      Committee Description review:  Committee reviewed committee description.  Initially, the committee would like to focus on the following:
   i.  HMIS system exploration
   ii.  Data Quality/Incongruity reports
   iii.  CoC/FHPAP/ESG goals
   iv.  CoC benchmarks
   v.  HEARTH Act Goals

II.      HMIS (Homeless Management Information System) overview:
   a.  Statewide HMIS system (HMIS Governing Board)
   b.  HUD TA HMIS recommendation & re-structure
   c.  No local CoC access for reports, must inquire with Wilder if wanted/needed
   d.  No open client data sharing between agencies
   e.  Individual agencies can run reports
   f.  Each program/funding source has separate reports

   HMIS Quarterly Null & Missing/Incongruity reports:  Currently Wilder sends SLC CoC quarterly reports outlining the following:  Records with no values & Records where value is Don't know or Refused.  The CoC coordinator has been instructed to forward to CoC & ask for agencies/organizations to clean up the data if applicable.  The only way to determine if the data has been cleaned is to have the provider send individual reports back to the CoC coordinator.

   Next steps:

   • A quarterly time line with deadlines for cleaning missing records, along with protocol for un-clean data reports will be developed & forwarded to the Leadership Council for approval.
   • Recommended that the SLC CoC should receive pre-post reports from Wilder to assure data has been cleaned.

- Protocol for missing data after receiving post report could include:
  - 1st time clean up does not take place, call to agency
  - 2nd time clean up does not take place, agency develops corrective action plan (pair agency with strong HMIS data quality agency/additional training/Wilder help desk etc…)
  - 3rd time clean up does not take place, action is taken – to be determined. At very least it is taken into consideration in Ranking of projects for funds.

III. <u>HUD Homeless Data Exchange (HDX) system:</u> HDX was briefly explored. Point in Time (PIT), Housing Inventory Count (HIC), and Unmet Need calculation data. AHAR report was briefly reviewed.

IV. <u>Next steps</u>:
1. April meeting will take place in computer lab with Teresa/Wilder. The committee would like to receive a basic HMIS tutorial in the HMIS system (Assessments/Reports)?
   Questions:
   1. Can HMIS import/export data from other data bases?
   2. Can the null & missing report data elements be "required fields" in HMIS?
   3. What data is already being collected in HMIS?
   4. In the Data Quality reports, what does the yellow & red highlights specifically indicate?
   5. Which HEARTH goals does HMIS have the data to answer? Which goals does the system not have the capacity to answer & what are the limits?

| Task | Person responsible |
|---|---|
| Research operationalizing "Average Length of time homeless" | All |
| Research operationalizing "Reducing overall number of homeless" | All |
| Research "Reducing returns to homelessness" | All |
| Research "Reduce 1st time homeless" | All |
| Send Meeting Wizard for Apr-June-Aug-Oct-Dec Meeting schedule | Laura |
| Search HMIS to determine if any of the above questions can be answered in HMIS | Heather |
| PIT/HIC/Unmet Need data collection | Heather & Laura |
| Contact recommended committee members | Laura |